

5 FAH-1 H-230 PREPARING TELEGRAMS IN THE DEPARTMENT

(TL:CH-2; 05-30-1998)

5 FAH-1 H-231 GENERAL

(TL:CH-2; 05-30-1998)

a. The majority of telegrams are transmitted via a scanner that has been programmed to read typed material that conforms to the same format as the old OCR Forms, Optional Forms 185 and 185A (continuation sheet). The Domestic Communications Center, Room 5438, will no longer accept telegrams prepared in the OCR A font. Telegrams must be prepared in the proper format to be acceptable for transmission. The various macros and glossaries available for generating telegrams on the computer will virtually eliminate errors in telegram format and alignment. Telegrams may be prepared on:

- (1) Continuous feed form paper from the Daisy Wheel Printer;
- (2) Plain white paper from a Laser Printer; or
- (3) On Diskette (see 5 FAH-1 H-233, Preparing Telegrams On Diskette)

Supervisors in offices using computer software to produce telegrams on plain white paper must ensure that preparers use a telegram macro or template that formats the telegram according to the standards of the old Optional Form 185 (OCR) for use with a laser printer.

b. The following print types may be used to prepare telegrams:

- (1) Personal Computer (PC) Courier 10 or Courier 12 point;
- (2) Wang Word Processor--10-pitch OCR print wheel; and
- (3) FAIS--Courier 10 font.

c. Drafters and preparers must follow the guidelines in this chapter for timely transmission of telegrams by the Communications Center.

d. Questions, comments, or problems concerning telegrams should be directed to:

Communications Center Help Desk
Communications Information Service
Section (IRM/OPS/MSO/MSMC)

202-647-8845.

FAIS users call:

FAIS Help Desk at (202) 647-7760.

5 FAH-1 H-232 FOREIGN AFFAIRS INFORMATION SYSTEM (FAIS)

(TL:CH-2; 05-30-1998)

a. The FAIS is an application that uses off-the-shelf automation products, existing telecommunications and database systems, and custom-developed software to support the Department's classified document creation, distribution, and retrieval process.

b. Offices equipped with FAIS may use its telegram program to transmit most varieties of telegrams electronically. FAIS greatly reduces the processing time by releasing the message instantly and is currently the fastest means for transmitting telegrams.

c. See 5 FAH-1 H-232 Exhibit H-232 for an example of a FAIS created telegram that has been printed from the telegram preparation glossary. The telegram preparation glossary matches the standards of the OCR form and accepts the Courier 10 pitch font in upper and lower case.

d. The FAIS has recently been enhanced by the Telegram Distribution System (TeDS). TeDS uses individual user profiles that contain keywords, logic, statements, and distribution symbols to automatically deliver telegrams to those individuals. The system can also bring telegrams into E-Mail and word processing. For further information regarding TeDS call (202) 736-4226.

e. The following types of telegrams cannot be sent via FAIS, but must be printed on paper and require special clearances:

(1) Telegrams to be cleared by 7th Floor Principals (S,D,P,E,T,M, or S/S), NSC or the White House (must be cleared by S/S).

(2) NIACT or FLASH and SEP telegrams (must be cleared by S/S-O).

(3) Channel telegrams ROGER, DS, MED, PER, OIG, etc.(cleared by responsible office).

(4) ALDAC or ALLDP (must be cleared by S/S-O or ALL regional bureaus).

(5) SEP collective telegrams (must be cleared by both S/S-O and FMP).

(6) All telegrams addressed to minimize posts (must be cleared by the appropriate regional bureau).

5 FAH-1 H-233 PREPARING TELEGRAMS ON DISKETTE

(TL:CH-2; 05-30-1998)

Telegrams drafted in the department may be submitted on diskette as an option to paper. This method of transmission bypasses the scanning process, eliminates character substitution errors, and ensures accuracy and timeliness by immediately accepting or rejecting the telegram. The following guidelines must be followed when submitting telegrams on diskette.

(1) IRM/OPS/MSO/MSMC Submission Requirements

(a) All existing rules governing the preparation and clearance procedures for outgoing telegrams apply to this program. The drafting office is responsible for obtaining all necessary clearances prior to delivering the diskette for transmission.

(b) Only 3.5 inch high density diskettes will be accepted.

(c) A single diskette may contain either classified or unclassified files, but not both, and should be appropriately labeled with the highest classification or "Unclassified." The label must also list the name and phone number of a contact person.

(d) Each telegram must be saved as an ASCII file, and each file may contain only one telegram.

(e) The telegram on the diskette must be identified with a valid filename with an extension of either ".txt" or ".185." (Example: eur123.185 or afl1234.txt)

(f) Only telegrams of immediate precedence and lower are permitted.

(2) IRM/OPS/MSO/MSMC Preparation Requirements

(a) Drafters must ensure that they have access to the following:

(1) 3.5 inch disk drive

(2) a word processing program, such as Microsoft Word

(3) IM telegram macro/template.

(b) Requests for the telegram macro/template may be made through the IRM InfoCenter. Call (202) 647-7760 for additional information. After the macro has been installed into the word processing program, use the following instructions below for the actual telegram preparation.

- Open the word processing program;
- Select FILE;
- Select NEW;
- Select the TELEGRAM tab;
- Open the TELEGRAM icon;
- The macro will prompt you through the required information fields. Type the narrative portion of the telegram;
- Select FILE;
- Select SAVE AS;
- Select FILE NAME. Create a unique filename, including extension (either .TXT or .185);
- Select SAVE AS TYPE. Select either MS-DOS TEXT WITH LINE BREAKS or TEXT ONLY WITH LINE BREAKS;
- Select SAVE and answer YES to the first question and NO to the second. (The above steps saves the file to your hard drive.);
- Select FILE then SAVE AS then SAVE IN. Change to either A or B, whichever is the 3.5 inch drive;
- Select SAVE (At this point, the file has also been saved on diskette).

(3) Diskette Delivery:

(a) Deliver marked diskette to the Main State Messaging Center Room 5438 after all clearances have been obtained and diskette is ready for transmission.

(b) Wait for the file to be transmitted and wait for the transmission receipt. The receipt will indicate the total number of files, the number of accepted files, and the number of files rejected.

(c) Direct any questions to the MSMC Help Desk at (202) 647-8845.

5 FAH-1 H-234 FORMATTING TELEGRAMS

(TL:CH-2; 05-30-1998)

Anyone preparing telegrams in the Department must follow formatting instructions listed in the sections below. Telegrams prepared using FAIS and other word processing software packages must conform to the standards of the obsolete OCR form.

5 FAH-1 H-234.1 Classification

(TL:CH-2; 05-30-1998)

This is the starting point for the scanner. All other entries must be aligned with the classification line. Enter the classification (Top Secret, Secret, Confidential) or Unclassified on this line and at the bottom right of the form. See 12 FAM 500 for guidance on marking classified telegrams. (**NOTE:** For SBU Telegrams show the word "UNCLASSIFIED" at the top and bottom of the telegram. The word "SENSITIVE" must be placed in the captions field; see 5 FAH-1 H-234 Exhibit H-234.10).

5 FAH-1 H-234.2 Drafting Office

(TL:CH-2; 05-30-1998)

Enter agency symbol (if other than State) i.e., Peace Corps, complete office symbol (organization, division, office), followed by drafter's name (first and middle initial and surname) and preparer's initials (if other than drafting officer).

Example: NEA/INT:GHWILSON:ewf

If the drafter or approving officer does not have a middle initial, leave a space between the first initial and the first letter of the last name. If not, the macro reads the first three initials as the name. For example, if you type JDOE for John Doe, the program will put JDO for the initials. You must type J DOE for J D to be placed correctly in the initial field.

5 FAH-1 H-234.3 Date/Telephone Number

(TL:CH-2; 05-30-1998)

Enter the date (month, day and year) numerically, i.e., 01/03/96, followed by the drafting officer's telephone number in the designated areas directly below drafting officer's name and office symbol.

5 FAH-1 H-234.4 Approving Office/Name

(TL:CH-2; 05-30-1998)

a. Enter approving officer's complete office symbol (division or State symbol), followed by initial(s) and surname two spaces after Approving Office on the form. Example: DS/POL/PPD:J SMITH

b. The approving office (usually State except that USTR, AID, and PEACE CORPS have their own approving authority) authorizes transmission and approves classification of telegram. Outside agencies must obtain the correct name and office of the approving officer within the State Department to approve telegrams.

Example: TREASURY:J SMITH

5 FAH-1 H-234.5 Clearances

(TL:CH-2; 05-30-1998)

a. The form contains space for 12 clearances (3 clearances on each of 4 lines); 8 for FAIS. Enter the first clearance (agency/office symbol, colon, first and middle initials and surname of clearing officer) on the first line flush with the left margin; enter second clearance on the same line, 3 spaces to the right of the first clearance; and enter the third clearance 3 spaces following the second clearance.

b. If clearances exceed spaces in clearance block, place a plus sign (+) after the last clearance to denote additional clearances at the end of the telegram. Add clearances two lines below the end of message symbol (YY) and continue clearances. Place a single End of Message symbol (Y) after the last clearance.

Example: EUR/POL:J DOE EB/OTR:L MOOT
AID/EMB/LAR/AND:P BIRDSONG YY

c. Drafting, approval, and clearance officers must initial in the designated areas on the right side of the form without writing in the area to be read by the optical scanner (see 5 FAH-1 H-215 for general clearance information).

5 FAH-1 H-234.6 Desired Distribution

(TL:CH-2; 05-30-1998)

a. Enter the agency (if other than State) or office symbols and the number of copies to be sent. Separate office/agency symbols with a comma and a space. Spell out agency names (e.g., Commerce, Agriculture, etc.). An incorrect or invalid distribution symbol(s) will be ignored by the AMADS processor.

b. Although The Distribution field is not mandatory, it alerts the analyst or AMADS of the minimum distribution desired.

c. After transmission the Communications Center will also make the necessary copies and the required distribution.

5 FAH-1 H-234.7 Action Precedence/Addressees

(TL:CH-2; 05-30-1998)

a. Enter a precedence designator, e.g., IMMEDIATE, PRIORITY; ROUTINE in this field. The first addressee is preceded by the precedence designator, i.e., IMMEDIATE PARIS. Subsequent addressees in the action field are listed with the post followed by the precedence designator, i.e., LONDON IMMEDIATE, KARACHI IMMEDIATE, BONN IMMEDIATE, etc. Two lines are allowed for listing addressees. A COMMA must separate each addressee.

b. Place additional addressees two lines below the End of Message on the last page of the telegram, or two lines below the additional clearances. Place a single "Y" after the last addressee or clearance. See 5 FAH-1 H-220, Precedence Designators/Addressees.

5 FAH-1 H-234.8 Information Precedence And/Or Information Addressees

(TL:CH-2; 05-30-1998)

a. This is not a mandatory field. If certain posts are to be informed of the telegram, indicate as "INFO" addressees. Use the same format as the ACTION Precedence/Addressees field, above.

b. For additional addressees, enter a plus sign (+) following the last full info addressee and place additional addressees two lines below the End of Message symbol on the last page of the telegram, or two lines below the additional action addressees. Do not use FLASH or NIACT IMMEDIATE for information addressees.

5 FAH-1 H-234.9 Special Handling Captions

(TL:CH-2; 05-30-1998)

This is not a mandatory space. When necessary, enter only ONE of the five (5) special handling captions listed in 5 FAH-1 H-216.1.

5 FAH-1 H-234.10 Captions

(TL:CH-2; 05-30-1998)

This is not a mandatory field. Enter only ONE caption to control, restrict, direct, or limit distribution (see 5 FAH-1 H-700 for a complete list captions). If using an attention indicator/"slug" line, such as PASS or FOR, the designated caption must precede this entry. Note: When preparing SBU telegrams, enter the word "SENSITIVE" on the caption line. If the telegram contains a caption, enter the word SENSITIVE immediately after the caption

(e.g., PER CHANNEL, SENSITIVE). If the telegram is not releasable to foreign nationals, insert NOFORN after SENSITIVE (e.g., SENSITIVE, NOFORN). See 5 FAH-1 H-234 Exhibit H-234.10 for a sample SBU telegram.

5 FAH-1 H-234.11 E.O. 12958

(TL:CH-2; 05-30-1998)

a. For unclassified or SBU telegrams, enter N/A.

b. For classified telegrams enter the declassification as a date or event less than 10 years from date of original classification when the national security sensitivity of the information will lapse; a date 10 years from date of original classification; or a citation from one or more of the exemption categories in Section 1.6, E.O. 12958, which indicates that the national security sensitivity of the information will exceed 10 years.

EXAMPLE: E.O.: 12958: DECL: 10/16/99

E.O.: 12958: DECL: End of Conference

E.O.: 12958: DECL: 1.6, X5 and X6

c. In the first paragraph of the telegram enter as free-form text, the name and position of the original classification authority; the agency and office of origin (unless otherwise indicated); and the reason(s) for classification, citing one of the appropriate classification categories of Section 1.5, E.O. 12958. See 5 FAH-1 H-132 for guidance on portion marking, marking foreign government information, derivative classification marking and downgrading.

5 FAH-1 H-234.12 TAGS

(TL:CH-2; 05-30-1998)

a. Enter the appropriate TAGS acronym. Subject TAGS are required on all telegrams except those captioned AIDAC, USIA, or TOPEC. Separate more than one entry with a space or comma.

b. When using full personal name(s), place each name in parentheses. Begin with the last name followed by a comma, first name and middle name or initial (no period). Do not include any other information in the parentheses. See 5 FAH-1 H-217.2.

5 FAH-1 H-234.13 Subject

(TL:CH-2; 05-30-1998)

Enter the subject to reflect the content two spaces after the preprinted word on the line (see 5 FAH-1 H-217.3). In the case of a regular report, include the report number (e.g., Report No. F-93-2). (**Note:** For OFFICIAL

INFORMAL TELEGRAMS, the former use of "O/I" on the Subject Line is no longer acceptable.

5 FAH-1 H-234.14 Reference Line

(TL:CH-2; 05-30-1998)

a. Avoid detailed references. Enter references using REF:" two lines below the subject line. List the first reference as A, the second B, etc. Write out the name of originating organization, which must precede any number. For prior year references, place last two digits of the year before reference number.

Example: A. STATE 009678, B. LONDON 1934, C. 92 OSLO 12345

b. Use only authorized punctuation such as a comma (,); period(.); and parentheses () in date-time groups. Do not use apostrophes, semicolons, quotation marks, etc.

5 FAH-1 H-235 TEXT

(TL:CH-2; 05-30-1998)

Preparers must follow the guidelines listed below when entering the text of telegrams.

5 FAH-1 H-235.1 Spacing

(TL:CH-2; 05-30-1998)

a. Text should begin two lines below the subject or reference line. Single-space text and double-space between paragraphs. Margins are already defined in a macro for most telegrams. If using a typewriter, use a template or plastic overlay of the obsolete OCR form as a guide.

b. Use only 55 characters (including punctuation and spaces) per line. Do not place any text below line "0" of the plastic overlay (anything below this line will not be read by the OCR and will be omitted from the telegram).

5 FAH-1 H-235.2 Paragraphs

(TL:CH-2; 05-30-1998)

Begin each paragraph flush with the left margin. When the telegram contains more than one paragraph, number each paragraph consecutively (do not number a single paragraph). Place the first column of any tabulated material flush with the left margin. **(Note:** If the telegram is classified, the drafter's name, office symbol, title, and reason for classification must be listed first as free-form text.)

5 FAH-1 H-235.3 Summary Paragraph

(TL:CH-2; 05-30-1998)

a. A summary paragraph must be included on telegrams of more than three pages to highlight the content of the telegram. Begin with the words "BEGIN SUMMARY" and end with the words "END SUMMARY." Do not number a summary paragraph.

b. If the summary paragraph contains classified information, it must be preceded by original classification instructions, citing the appropriate classification category (ies) of Section 1.5, E.O. 12958, see 5 FAH-1 131 Exhibit H-131, and appropriate declassification instructions (see 5 FAH-1 H-212 for classification and declassification guidance). This paragraph must be marked appropriately as (U) (C), (S), or (TS). If the summary paragraph requires an administrative control marking, mark it "(SBU)".

5 FAH-1 H-235.4 Abbreviations And Quotations

(TL:CH-2; 05-30-1998)

a. Abbreviate words commonly used in other correspondence, such as acronyms for Federal agencies, international organizations, and foreign governments (e.g., HHS, NATO). Spell out all abbreviations the first time used and follow with the abbreviation in parentheses.

b. Use quotation marks for short quotations. When quotations are lengthy, begin the quote flush with the margin and enter the word "QUOTE" at the beginning and "UNQUOTE" at the end of the quoted material.

5 FAH-1 H-235.5 Underlining

(TL:CH-2; 05-30-1998)

Underlined words in a telegram cannot be read telegraphically. Indicate underlined text by entering "BEGIN UNDERLINE" at the beginning and "END UNDERLINE" at the end of text.

5 FAH-1 H-235.6 Unacceptable Symbols

(TL:CH-2; 05-30-1998)

The following symbols must not be used in the text of telegrams:

- \ - Back slash
- { } - Braces
- [] - Brackets
- | - Broken vertical bar
- ^ - Caret
- ¢ - Cent sign

- ` - Grave
- + - Plus sign
- ~ - Tilde

As a substitute for braces and brackets, use only the open and close parentheses found on the uppercase "9" and "0" keys.

5 FAH-1 H-235.7 Corrections

(TL:CH-2; 05-30-1998)

a. Corrections on a typewriter may be made with the self-correcting key. Correction tape may be used if applied carefully.

b. On a long telegram, do not retype the entire telegram, only the page(s) with the changes. For example, in a three-page telegram, if page 2 is revised so that only half of the page has text, this is permissible as long as the End of Message symbol is not placed anywhere in the telegram except at the very end of the text.

5 FAH-1 H-235.8 End Of Message

(TL:CH-2; 05-30-1998)

To end the message, enter two capital "Ys" (YY) two spaces after the end of the text.

5 FAH-1 H-235.9 Succeeding Pages

(TL:CH-2; 05-30-1998)

For the second and all other pages, place the appropriate security classification, control designation, or "Unclassified" in the designated space.

5 FAH-1 H-236 REVIEW, SIGNATURE AND ASSEMBLY

5 FAH-1 H-236.1 Review

(TL:CH-2; 05-30-1998)

The originating office must ensure the accuracy, clearance, and approval of each telegram before the telegram is forwarded to the Communications Center (IRM/OPS/MSO/MSMC) for transmission. A thorough review includes the following:

(1) All necessary information has been entered accurately on the telegram and alignment has been checked;

(2) Telegram has been cleared and initialed (S/S-O clearance obtained if necessary);

(3) Telegram is complete and additional pages attached and the end of message symbols appear at the end of text;

(4) Reference material has been removed; and

(5) Telegram is not folded, crumpled, or torn.

5 FAH-1 H-236.2 Signature

(TL:CH-2; 05-30-1998)

a. The Communications Center (IRM/OPS/MSO/MSMC) will place the name of the Secretary or Acting Secretary on all telegrams to posts.

b. Domestic telegrams originated within the Washington metropolitan area and transmitted through the 5th Floor Communications Center will bear the signature name of the Secretary or Acting Secretary at the end of the telegram. If a "signed by" line is used, it must appear as part of the text before the "End of Message" symbol (see 5 FAM 200).

5 FAH-1 H-236.3 Assembly

(TL:CH-2; 05-30-1998)

a. When the telegram is ready for transmission, forward the original copy to the Communications Center for processing and distribution. Retain one copy for the drafting office.

b. Put any additional information on a sheet of bond paper and staple the sheet to the front of the telegram at the bottom right corner (attachments listing additional addressees, clearing offices, etc., could become detached from the telegram).

5 FAH-1 H-237 THROUGH H-239 UNASSIGNED

**5 FAH-1 H-232 Exhibit H-232
TELEGRAM CREATED USING FAIS—
DEPARTMENT OUTGOING TELEGRAM**

(TL:CH-2; 05-30-1998)

TJM
RSF
KL

SECRET

IRM/EX/FM:R FRANKS:RSF
07/30/97 (202) 647-3000 SERSF 000125 96 IM 02149
A/RM/AS:TJ MCMAHOON

A/EX/PMD:K LOFF

DS/SA 3 COPIES

ROUTINE VIENNA

ROUTINE MRC FT LAUDERDALE

STADIS
VIENNA PASS AMBASSADOR

E.O. 12958: DECL: (END OF CONFERENCE)

TAGS: AADP

SUBJECT: TELEGRAM CREATED IN FAIS

REF: A. LUSAKA 04041 B. STATE 124678

1. (S) CLASSIFIED BY: DAVID SMITH, DIRECTOR, ARA/CEN, DEPARTMENT OF STATE. REASON:1.5(B) THE FAIS GENERATED TELEGRAM IS RELEASED INSTANTLY. IT IS CREATED FROM A PREFORMATTED GLOSSARY THAT MATCHES THE STANDARDS OF THE OLD OCR FORM.

2. (U) NOTICE THAT THE "CLASSIFIED BY" LINE IS GIVEN IN THE FIRST PARAGRAPH OF THE TELEGRAM. SEE 5 FAH-1 H-232 FOR FURTHER INFORMATION REGARDING FAIS TELEGRAMS.
YY

SECRET

CLASSIFIED FOR EXHIBIT PURPOSES ONLY

5 FAH-1 H-234 Exhibit H-234.10
SENSITIVE BUT UNCLASSIFIED (SBU)
TELEGRAM DEPARTMENT

(TL:CH-2; 05-30-1998)

UNCLASSIFIED

IRM/AP/IAP/RG:JMDOE
01/30/96 (202) 647-0000
A/EX/PMD:HSBLOOM

IRM/AP/IAP/RG:EFSONG IRM/OPS//MSO/MPD:KTCATCH
IRM/OPS/SIO:MDGOOD

PRIORITY LONDON, TUNIS PRIORITY
BONN PRIORITY, WELLINGTON, BRUSSELS
LUSAKA PRIORITY

SENSITIVE

E.O. 12958: N/A

TAGS: AINF

SUBJECT: SAMPLE SBU TELEGRAM

JMD
HSB
EFS
KTC
MDG

REF: TUNIS 1993

1. (SBU) THIS EXHIBIT SHOWS THE PROPER FORMAT FOR PREPARING A SBU TELEGRAM. ENTER "UNCLASSIFIED" UNDER "CLASSIFICATION" AND "SENSITIVE" IN THE "CAPTION" FIELD.
2. (U) IF THE CABLE CONTAINS A CAPTION, ENTER "SENSITIVE" IMMEDIATELY AFTER THE CAPTION (E.G., PER CHANNEL, SENSITIVE). IF THE CABLE IS RESTRICTED FROM FOREIGN NATIONALS, ENTER NOFORN AFTER SENSITIVE (E.G., SENSITIVE, NOFORN).
3. (SBU) BE SURE TO OBTAIN PROPER CLEARANCE AND APPROVAL BEFORE FORWARDING TO THE COMMUNICATIONS CENTER FOR PROCESSING. DIRECT QUESTIONS TO IRM/OPS/MSO/MSMC/CIB AT (202) 647-8845. YY

UNCLASSIFIED

SBU FOR EXHIBIT PURPOSES ONLY